

# Creating Tests

*Use tests to measure student knowledge, gauge progress, and gather information from students.*

1. Log in to Blackboard and access your course.
2. Click the **plus sign** where you want to add a test and select **Create**.
3. Under **Assessments**, choose **Test**.
4. Enter a test **name**.
5. Adjust the visibility and availability settings by clicking the **drop-down menu** in the upper right corner.
6. Click the **plus sign** in the center of the screen to begin building your test. You can choose a question type, add a question pool, or reuse questions. Adjust point values as necessary. For more information on question types, access Blackboard's [online help](#).
7. Click the **settings icon** in the upper right corner to adjust the test settings.


## *Details & Information*

- **Due date** – Set the due date for the assignment.
- **Allow class conversations** – Allow conversations to take place within the assignment.
- **Randomize questions** – Randomize the order of questions among students.
- **Randomize answers** – Randomize the order of answer choices among students.
- **Collect submissions offline** – Does not require a student submission upload.

## *Grading & Submissions*

- **Grade category** – Change the grade category for custom grouping in your gradebook.
- **Attempts allowed** – Let students submit more than one attempt and change the grading options for those attempts.
- **Grade using** – Select a grade schema.
- **Maximum points** – Enter the maximum points.
- **Anonymous grading** – Hide student names during grading for assignments without questions (text/upload submission only).
- **Assessment results** – Show students the correct answers to automatically scored questions after they submit an answer.
- **Evaluation options** – Setup parallel grading and assign graders.

## *Additional Tools*

- **Time Limit** – Add a time limit for completion.
  - **Grading Rubric** – Create a new rubric or associate an existing rubric to the assignment.
  - **Goals and Standards** – Align the assignment to one or multiple goals.
  - **Group Assignment** – Assign the assignment to a group(s).
  - **Enable SafeAssign** – Check for plagiarism in student submissions.
  - **Assessment security** – Enforce students to take the exam through a proctoring tool.
8. Add an optional **description** to appear with the test title on the *course content* page.
  9. Click **Save** to save settings.
  10. Click  to return to the *course content* page.